

UNITED STATES CIVIL SERVICE COMMISSION
Office of the Executive Director
Interagency Advisory Group
1900 E Street, N. W.

Ch
pc

Minutes of the Committee on
Job Evaluation
September 19, 1978

The meeting was chaired by Paul A. Katz, Chief, Standards Division.
Items on the agenda were:

1. Latest developments on First Annual Agency Classification Chiefs Workshop
 2. Other items of current interest
1. Latest Developments - First Annual Agency Chiefs Workshop

Mr. Katz reported on a planning meeting for workshop coordinators and reporters that was held on September 14, 1978. The purpose of the meeting was to inform the coordinators, assistant coordinators and reporters for each of the six discussion groups about their responsibilities and about operating procedures. Workshop assignment lists, detailing the membership of each group, were distributed (see attached).

Roy Naquin, Program Chairman, provided attendees with copies of an updated program schedule (see attached). He discussed the previously released topic outlines and suggested that any reference materials available be collected, reproduced and distributed to workshop participants. Note: Copies of above attachments were distributed to those in attendance on September 19th.

Ben Wiseman, Action Papers Chairman, discussed the roles of the coordinators and reporters and furnished a set of instructions on workshop discussions and report requirements. He advised coordinators to pre-plan by preparing discussion papers or outlines of their topics in advance of the actual conference. In this way, they could communicate with workshop members in advance and be able to get a running start when the workshops begin in Williamsburg.



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The confirmed roster of speakers follows:

- Wednesday dinner - Roger Barnes, Executive Secretary,
International Civil Service Commission
- Thursday lunch - Charles Hendrix, Director of Personnel
Services, Cresap, McCormick and Paget
- Thursday dinner - Hyman L. Krieger, Director, Federal
Personnel and Compensation Division,
General Accounting Office

A BPME Panel, which includes Dalma Yaney and James Murray, BPME Evaluation Managers, and Paul Turosak of BPME Advisory Services, will be featured on Wednesday afternoon. Among the discussion topics suggested by the assembled coordinators and reporters were the following:

- The standing of advisory opinions with reference
to cases involving large groups
- The relationship between BPME and the regional
offices
- BPME's view on agency consultations with others in
CSC (e.g. Standards Division, Pay Policy) on classi-
fication, pay and related matters
- Future role of BPME - compliance or oversight

Mr. Katz requested that the workshop coordinators attempt to prepare their discussion outlines in advance so that copies might be made available to all participants at the conference. He suggested that they contact Morris Glazer, Business Manager, for assistance in getting materials duplicated so they can be included in individual conference folders as a handout to each participant. In this way participants might be informed about each of the discussions rather than merely one.

Mr. Katz indicated that he expected that the workshop would provide a basis for a quality brochure detailing action recommendations and containing relevant materials from the individual discussions.

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2. Other Items of Current Interest

Mr. Katz provided a status report on a number of standards pending release either in draft or final.

GS-334 Computer Specialist)
GS-335 Computer Aid & Technician) draft standards going to
printer this month

GS-460 Forestry - draft sent to printer
GS-188 Recreation Specialist - draft to be released next
month

GS-342 Support Services Administration - about ready for final
GS-392 General Communications)
GS-540 Voucher Examiner) ready for final
GS-1896 Border Patrol - final sent to printer

With reference to the Secretary Standard, publication is still pending. Material is now being written for the transmittal notice. A complete package, which will include the clerical guides, is planned for release at one time. Application of the standard will await receipt by the agencies of the official publication from GPO. Commission training will be offered to be supplemented by agency training. Content will be similar to that given in earlier "standards with an impact" presentations at the Commission.

Attachments

SEP 1 1978

Agency Classification Chiefs Workshop - 1978

1. Assuring A Quality Classification Work Force

- o F. Richter - ICA
- # J. Kennedy - Army
- G. Miller - CSC-Pers
- x T. Cooke - Justice-Prisons
- P. Howland - Treas-IRS
- G. King - GPO
- S. Scheig - CSC
- F. Mowry - HEW
- S. Kotchek - Interior-Parks
- H. Beckham - AF
- J. Warman - CSC
- B. Wiseman - Justice
- P. Dickson - CSC-Dallas

2. Commission Leadership

- o T. Strow - Treas
- # S. Roman - Commerce
- M. Grimes - CSC-San Francisco
- A. W. Brand - VA
- G. Pappas - CSC-Appeals
- P. J. Werner - CSC-Seattle
- x C. Sundahl - Justice
- M. R. Moser - CSC
- W. Duffy - Navy
- B. Unger - EPA
- J. Fitzpatrick - CSC-Denver
- M. Sedmak - FEAA
- R. Naquin - HEW

3. Criteria For A Good Classification Program

- o L. Rickwa - Navy
- # B. Struhs - Interior
- D. Wood - Energy
- A. Riley - LIB/CONG
- R. Brown - Rail Ret BD
- T. J. Black - NRC
- V. Berry - Civil Rights
- S. Kask - FTC
- T. Pincus - GSA-N.Y.
- x F. Horowitz - Fed Res BD
- D. Krigbaum - SEC
- G. Dahlman - CSC
- T. Lanphear - FEAA

4. Delegation Of Classification Authority

- o J. Madigan - AF
- # H. Shaynes - Army
- x L. Jones - Justice-DEA
- W. Morrison - GSA
- G. Havenner - Commerce
- W. Sluck - FCC
- J. Stebbins - FAA
- F. Jacobs - ICC
- A. Conversano - NSF
- V. Harris - FHLB
- D. Dillingham - CFTC
- J. Brunner - NCUA
- H. Rehn - CSC-Training

5. Management Pressures

- o I. McCranner - DLA
- # F. Mendez - SBA
- x D. Lundell - CAB
- G. Hoover - Action
- R. Brown - CSC
- F. Marx - AGRIC
- P. Buckman - Smithsonian
- H. Douglass - DOT
- L. Ehrmann - HUD
- J. Schumacher - VA
- J. Miller - Natl Gallery
- D. Hoag - CSC
- J. Dixon - EEOC

6. Position Management

- o D. Harrington - Commerce
- # D. Carr - Labor
- J. Pullig - State
- P. Turosak - CSC-EVAL
- D. Croyle - US Courts
- x D. Mueller - Justice-INS
- M. Sherbert - OSD
- D. Brauer - CSC
- J. De France - Interior-BIA
- P. Katz - CSC
- J. Filkins - FED RES BD
- J. Nitz - EPA
- A. Qatsha - NASA
- M. Glazer - CSC

- x Reporter
- o Workshop Coordinator
- # Assistant Coordinator

AGENCY CLASSIFICATION CHIEFS

SEP 14 1978

WORKSHOP - 1978

OCTOBER 3 - 6, WILLIAMSBURG, VIRGINIA

TUESDAY - OCTOBER 3

4:00 - 6:00 REGISTRATION

7:00 - 9:00 REGISTRATION

WEDNESDAY - OCTOBER 4

7:30 BREAKFAST

8:30 WORKSHOP OPENING: PURPOSE AND THEME

9:30 INTRODUCTION TO WORKSHOP ASSIGNMENTS

GROUP I : ASSURING A QUALITY CLASSIFICATION WORKFORCE

GROUP II : COMMISSION LEADERSHIP

GROUP III: CRITERIA FOR A GOOD CLASSIFICATION PROGRAM

GROUP IV : DELEGATION OF CLASSIFICATION AUTHORITY

GROUP V : MANAGEMENT PRESSURES

GROUP VI : POSITION MANAGEMENT

10:00 RECESS

10:15 WORKSHOP GROUPS RESUME

12:00 LUNCH

12:45 LUNCHEON PRESENTATION

1:45 WORKSHOP GROUPS RESUME

3:15 RECESS

3:30 BPME PANEL PRESENTATION AND DISCUSSION

MEMBERS: DALMA YANEY, BPME EVALUATION MANAGER
JAMES MURRAY, BPME EVALUATION MANAGER
PAUL TUROSAK, BPME ADVISORY SERVICES

5:00 - 6:30 OPEN TIME

6:30 DINNER

7:15 DINNER SPEAKER

8:00 - 9:30 INFORMAL MEETING OF WORKSHOP GROUPS OR SUBGROUPS

THURSDAY - OCTOBER 5

7:30 BREAKFAST
8:30 WORKSHOP GROUPS RESUME (PREPARATION FOR PLENARY SESSION REPORT)
9:00 1/ INDIVIDUAL WORKSHOP REPORTS AND DISCUSSION IN PLENARY SESSION
10:00 RECESS
10:15 INDIVIDUAL WORKSHOP REPORTS RESUME IN PLENARY SESSION
12:00 LUNCH
12:45 LUNCHEON SPEAKER
1:45 RECONVENE IN WORKSHOP GROUPS (TO CONCLUDE AND PREPARE FINAL REPORT AND WRITTEN RECOMMENDATION FOR PRESENTATION IN PLENARY SESSION)
3:15 RECESS
3:30 INDIVIDUAL WORKSHOP GROUPS RESUME
5:00 - 6:30 OPEN TIME
6:30 DINNER
7:15 DINNER SPEAKER
8:00 - 9:30 INFORMAL MEETING OF WORKSHOP GROUPS OR SUBGROUPS

FRIDAY - OCTOBER 6

7:30 BREAKFAST
8:30 PRESENTATION OF REPORTS BY INDIVIDUAL WORKSHOP GROUPS
10:00 RECESS
10:15 PRESENTATIONS RESUME
11:00 PLANNING FOR FOLLOW ON ACTIONS TO WORKSHOP, NEXT YEAR'S CONFERENCE, AND ACTIVITIES OF IAG COMMITTEE ON JOB EVALUATION FOR FY 79
12:00 LUNCH
1:00 CLOSE